

APPENDIX X

DOCUMENT MANAGEMENT PLAN

MASTER SERVICES AGREEMENT

REGARDING

DIVISION OF FAMILY RESOURCES MODERNIZATION PROJECT

By and Between

THE STATE OF INDIANA,

ACTING ON BEHALF OF

THE FAMILY AND SOCIAL SERVICES ADMINISTRATION,

And

INTERNATIONAL BUSINESS MACHINES CORPORATION

Deliverable Expectation Document - Document Management Plan	
Deliverable Due Date and Frequency	This Deliverable is due sixty (60) days after the Effective Date.
Deliverable Format	One (1) hard copy and one (1) soft copy on CD and (1) copy via email
Title	Document Management Plan
Description	<p>This Deliverable will describe the plan for maintenance of documents which are maintained by IBM. It will identify by type, the document, the length and process for maintenance of the document, and the disposition of the document. It will also include any deviations from the standard processes that will be implemented.</p> <p>The objectives of this plan are to:</p> <p>Define the approach, activities, Deliverables and resources required to maintain the documents/document images</p> <p>Provide a consistent maintenance of the documents/document images to enable the orderly disposition of documents</p> <p>Comply with Indiana Commission on Public Records requirements</p>
Contents	<p>This Deliverable will include the following sections:</p> <p>Objectives</p> <p>Methodology</p> <p>Roles & Responsibilities</p> <p>Cataloguing and storing of documents/document images</p> <p>Required Timelines</p>
Acceptance Criteria	The State will review and accept this Deliverable in accordance with the review and approval process outlined in the Steady State Procedures Manual in accordance with IC 5-15-1-1 (requiring approval by the Indiana Commission on Public Records)
Deliverable Review Time	Five (5) business days after receipt of Deliverable.

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